MARIN CITY COMMUNITY SERVICES DISTRICT

Special Board Meeting Minutes

Wednesday, April 22, 2026 – 5:30 p.m.
Location: Marin City Community Services District
640 Drake Avenue, Marin City, CA

Board Members Present

Sarah Canson, Board President
Angela Haynes, Vice President
Henry Mims, Treasurer
Terrie Harris-Green, Board Member
Kevin Douglas, Board Member

Convene Special Meeting of the Marin City Community Services District

a) Call to Order and Roll Call

Board Chair Sarah Canson called the Special Board Meeting to order at **6:01 p.m.** Roll call was conducted, and a quorum was established.

Outcome: Meeting convened.

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b) Approval of Agenda

The Board reviewed the agenda.

Motion: Terrie Harris-Green

Second: Angela Haynes

Vote: All Ayes

Outcome: Agenda approved.

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c) Open Time for Public Expression

Members of the public were invited to address the Board.

Public comment was provided regarding banners displayed on the County-owned fence near Marin City. It was reported that the County had determined the fence was under its jurisdiction and that unpermitted banners may be removed. Community organizations were encouraged to make alternative arrangements for banner placement prior to enforcement efforts.

Outcome: Informational only. No action taken.

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d) Financial Report and Budget Update (Harshwal & Company LLP)

Recommended Action: Receive report and discuss.

Representatives from Harshwal & Company LLP presented the District's financial report and budget update. The presentation included a review of:

- General Fund revenues and expenditures
- Property tax revenues and collections
- Building and facility rental revenues
- Franchise and refuse fee revenues
- Salary and benefit expenditures
- Professional services
- Insurance expenses
- Communications expenses
- Recreation Fund
- Senior Fund
- Capital Improvement Fund
- Budget-to-actual comparisons
- Remaining budget balances
- Cash flow and monthly revenue trends

Discussion included potential future revenue-generating opportunities, including pursuing grant funding, exploring partnerships and sponsorships, working with State Parks, evaluating the feasibility of developing a community swimming pool project, maximizing District facilities, exploring franchise and

garbage-related revenue opportunities, and strengthening the District's long-term financial sustainability.

Board members also discussed the format and presentation of future financial reports, including requests for summary sheets, graphs, cash flow reports, simplified monthly reporting, larger-print hard copies, and supporting documentation to assist Board members in reviewing and understanding the District's financial information. Staff and Harshwal & Company LLP agreed to continue refining future reports to improve readability and transparency.

Additional discussion included questions regarding property tax revenues, facility rental income, franchise fees, insurance expenses, professional services, and departmental budget categories. Harshwal & Company LLP responded to Board questions and agreed to provide additional supporting documentation, including general ledger detail, as requested.

Outcome: Financial Report and Budget Update received and discussed. Staff and Harshwal & Company LLP will continue providing enhanced financial reporting and supporting documentation.

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e) Resolution Amending the FY 2025–2026 Budget

Recommended Action: Approve Resolution.

The Board considered a resolution amending the FY 2025–2026 Budget to reflect updated fund allocations.

Motion: Terrie Harris-Green
Second: Angela Haynes
Vote: All Ayes

Outcome: Resolution approved amending the FY 2025–2026 Budget, including:

- Transfer of **$100,000** from the General Fund to the Recreation Fund.
- Transfer of **$50,000** from the Recreation Fund to the Teen Center Fund.

Adjournment

Motion: Angela Haynes
Second: Terrie Harris-Green
Vote: All Ayes

Outcome: Meeting adjourned at **8:05 p.m.**

Prepared by:

Juanita Edwards
Interim General Manager

Approved by the Board of Directors: